

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 31-601

15 MARCH 1999



Security

ESCORT SERVICE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 31-6, *Industrial Security*. This instruction sets up responsibilities and procedures to provide escort service for authorized visitors to AMARC. It applies to all divisions and offices within AMARC having requirements for escort service to include Aircraft Management (LA), Logistics (LG), Comptroller (FM), and Plans and Programs (XP) directorates.

SUMMARY OF CHANGES: This is the initial publication as an instruction.

1. GENERAL. Escort personnel will be drawn from overhead and direct labor functions based on the needs of the visitors (see AMARCI 37-158, *Distinguished Visitors and Visitor Control*). If the visitors are to be in separate groups, enough escorts will be scheduled for each group. A fair system to pick escorts will be developed and controlled.

2. PROCEDURES. All visitors will be escorted as appropriate for the purpose of the visit. An AMARC Escort Checklist (attachment 1), obtained from Workload Division (FMW), will be completed for each visit and turned in to Process In Support Branch (LAIO), Job Control the same day the visit is completed.

2.1. Visits involving violation of sealant or entry into aircraft, installed or containerized engines, or Communications Electronic Meteorological (CEM) items require direct labor escort. Funds will be on hand 10 days prior to visitors' arrival. A sales order will be issued on all such visits.

2.2. Visits involving administrative matters, records review, or purely viewing of aircraft may be accommodated by an indirect labor escort.

2.3. The office of primary responsibility (OPR) activity for a visit, defined in 2.2, ordinarily will provide the indirect labor escort.

3. RESPONSIBILITIES:

3.1. FMW will:

- 3.1.1. Be the OPR for requesting direct labor escort service to AMARC visitors.
- 3.1.2. Inform appropriate LA and LG process of the requirements to furnish an escort. Provide advance notification of pending escort requirements to preclude conflict with the work schedule when possible.
- 3.1.3. Receive and process AFMC Form 206, **Temporary Work Request**, from the appropriate Air Logistics Center/Materiel Management Division (ALC/MM). Publish a sales order providing details and project order data, to include provisions for proper transportation.
- 3.1.4. Receive notification of all official visits IAW AMARCI 37-158.
- 3.1.5. Submit AFMC Form 206 to FM if the visit involves direct labor escort.
- 3.1.6. Provide appropriate escort checklist to include security measures, if applicable.

3.2. Directorate being requested to supply escort will fully support the request and supply escorts who have knowledge of AMARC.

3.3. Job Control, will:

- 3.3.1. Issue magnetic identification cones in accordance with (IAW) AMARCI 31-105, *Issue and Control of Magnetic Cones*. Brief the escorts on their responsibilities. The briefing should be as thorough as possible, leaving no doubt in the escort's mind about what the visitors are going to do, and what they are allowed to do. Include any comments concerning security or have the AMARC Security Manager brief the escort, if applicable. At a minimum, escorts will review this instruction and comply with the AMARC escort checklist.
- 3.3.2. Maintain completed AMARC Escort Checklists for a 1-year period.

3.4. Escort will:

- 3.4.1. If direct labor personnel are scheduled as escorts, ensure documentation of expended labor support escort service is IAW AMARCR 177-11, *Actual Labor Hour Accounting*.
- 3.4.2. Be responsible for following the instructions in the AMARC Escort Checklist as briefed, and complete and turn in to Job Control.
- 3.4.3. In case of emergency, notify Job Control immediately.
- 3.4.4. Check in and out of job control and be responsible for the magnetic cones when privately owned vehicles or other government agency vehicles are going to be used to escort.

3.5. When required, complete AMARC Form 45, **Priority Removal Recap Sheet**:

OFFICIAL

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Attachment 1
AMARC ESCORT CHECKLIST

AMARC ESCORT CHECKLIST

1. Date _____ Time In _____ Time Out _____

2. Name of person being escorted _____ Company/Organization _____

a. _____

b. _____

c. _____

d. _____

e. _____

3. Reason/Purpose: _____

4. Areas to be visited _____ Type of Aircraft _____

5. Special Security Considerations: _____

6. Escorted person(s) is/are authorized to remove _____

7. I certify that I escorted the above individual (s) on this date. AMARC Form 45 was ___/was not ___ turned in. The individual (s) did ___/did not ___ remove authorized or nonauthorized equipment. To my knowledge a security violation was ___/was not ___ committed.

Name of Escort _____

Organization _____

Signature _____